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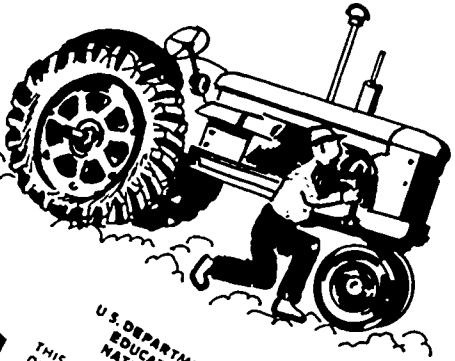
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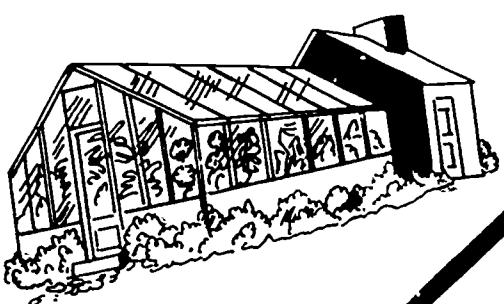
ABSTRACT

The Future Farmers of America (FFA) Achievement Award Program is designed to increase the involvement of all students of vocational agriculture in the activities of the Future Farmers of America by offering a realistically attainable level of recognition and motivation for each student. The certificate is awarded to students having satisfactorily completed 80 percent of the skills and tasks in each of these four areas: vocational skills, leadership development, career understanding, and safety practices. A six-point plan for use by teachers involves: (1) developing the necessary checklists, (2) ordering the necessary materials, (3) presenting the achievement award program to the vocational agriculture class, (4) monitoring student progress, (5) presenting the award, and (6) evaluating checklist criteria. The development of the achievement award program is briefly outlined, and sample checklists and order forms for the FFA achievement award are provided. (BP)

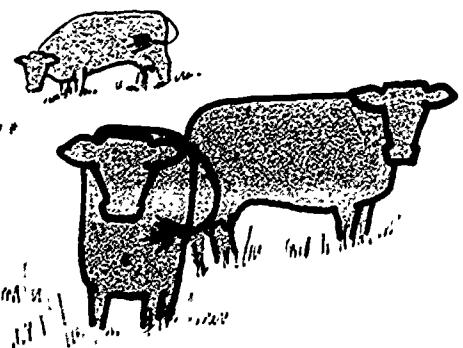
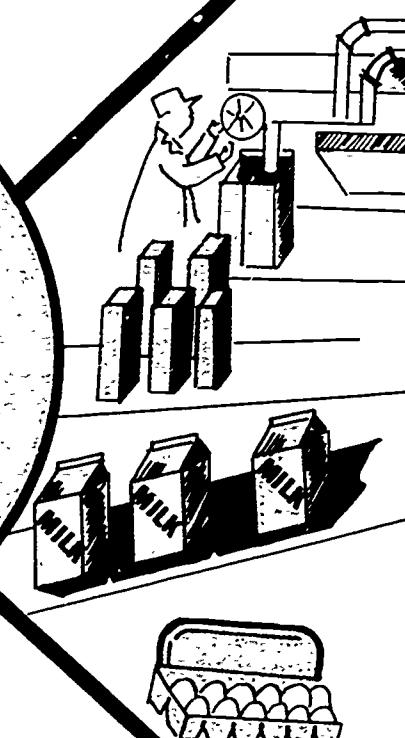
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FOREWORD

The Future Farmers of America (FFA) has been an important part of the program of vocational education in agriculture for many years. In 1950, the U. S. Congress enacted Public Law 740, which officially included the FFA as an integral part of the instructional program in vocational agriculture in those schools qualifying for federal reimbursement under the Smith-Hughes Vocational Education Act. The impact of this federal legislation has been felt for many years, but is succinctly reiterated in the following statement by H. N. Hunsicker, (1972) National FFA Advisor:

"If we truly believe that FFA is an integral part of instruction in vocational agriculture, then every student must be a member of the FFA. If every student is a member, then it is the responsibility of the organization to provide something for each student - but not necessarily everything for every student."

There are indications, however, that students of vocational agriculture are not extensively involved in the learning experiences afforded by the local FFA chapter as would be beneficial to their development and achievement. In fact, the percentage of vocational agriculture students who hold membership in this vocational education student organization has declined in recent years.

One technique which is useful in improving the membership percentage of the local FFA chapter is the availability of meaningful personal rewards such as those provided by the National FFA Awards and Incentive Program. During 1973, 27% of the vocational agriculture students holding membership in the FFA received some form of award and personal motivation stimulus from the National Award program.

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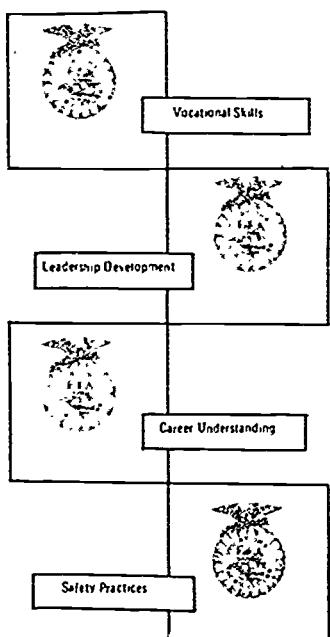
THE ACHIEVEMENT AWARD PROGRAM

The FFA Achievement Award Program is designed to increase the number of members receiving rewards and recognition for their participation in local vocational agriculture and FFA activities. The Achievement Award program enables each student enrolled in vocational agriculture to achieve personal recognition through the FFA for his or her efforts in the classroom, agricultural laboratory or shop and after school activities.

The purpose of the FFA Achievement Award program is to increase the involvement of all students of vocational agriculture in activities of the Future Farmers of America by offering a realistically attainable level of recognition (and motivation) for each student.

This motivation for greater participation is accomplished by providing each student an Achievement Award Certificate. Embossed FFA emblems for mounting on the Achievement Award Certificate are provided to all students on satisfactory completion of 80% of the skills and tasks in each of four areas:

Vocational Skills
Leadership Development
Career Understanding
Safety Practices



Achievement Award

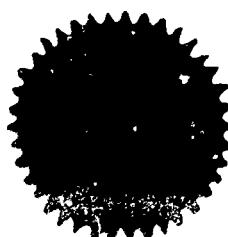
This Certificate is Awarded to

For demonstrating outstanding performance in the identified areas of

Awarded this _____ day of _____ 197____

Chapter 7: *Answers*

Chapter President



HOW TO USE THE ACHIEVEMENT AWARD PROGRAM

Local FFA Advisors and other teachers of vocational agriculture who desire to use the Achievement Award Program will find it easy to accomplish by following this six point plan.

Some teachers have found it educationally and psychologically rewarding to involve the local FFA executive committee and/or each particular class to assist in developing the checklists. (See sample Checklists on pages 7 to 15).

1. Develop the Necessary Checklists

Vocational Skills

- The checklist of skills should include those vocational abilities which you would expect the majority of the students enrolled in your class to be able to perform before the completion of the semester or year.

Leadership Activities

The checklist of leadership development activities should include a mixture of observation and participation activities which will appeal to a variety of students interests. These activities may include meetings and events conducted during the school day as well as after school — evening and Saturday activities.

Career Understanding Activities

This checklist should include a variety of observation, participation and reporting activities which will seek to provide the student with an understanding of opportunities, rewards and challenges of working in the agricultural career of his interest.

Safety Practices

The checklist of Safety Practices should provide a means for emphasizing the importance of personal and occupational safety. Safe practices and procedures should receive attention both in the classroom, agricultural laboratory or shop as well as at the work experience station.

2. Order the Necessary Materials

In addition to the checklists, which the local Vocational Agriculture Teacher will develop, Achievement Award Certificates and embossed FFA seals will also need to be secured. The certificates and embossed seals can be obtained from the National FFA Center by using the order form on page 16. All sales must be prepaid — make checks payable to the National FFA Foundation.

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NOTE: Experience has shown that one certificate and three seals should be ordered for each member of the vo-ag class. This number will usually provide sufficient awards for all class members.

the skills checklist and the regular instruction of this class. The student, therefore, is striving to achieve an award certificate for his performance during this semester or year both in and out of class, as well as earning the appropriate usual letter grade.

4. Monitor Student Progress

The sample Achievement Award checklist which have been included in the appendix, are of a particular format that may be easily punched and placed on a ring type clipboard for hanging in the agriculture classroom, shop or laboratory. As students satisfactorily perform the various tasks identified the teacher may readily and conveniently initial the student's achievement.

3. Present the Achievement Award Program to vo-ag class.

During the description of this program to the vocational agriculture class, the instructor should stress that the areas of emphasis of this award are those areas of concern by which employers frequently evaluate prospective employees. The class presentation should include examples of the correlation between

Some instructors have found a wall chart also useful for recording student progress. The wall chart has the advantage of offering the student a ready comparison of his progress in comparison to other class members. The wall chart, however, does not always stimulate the slower students and it is not as easily included in student files for future reference.

5. Presentation of Awards

The Achievement Award Certificate should be presented near the end of the semester or school year at some public function so that student recognition may be maximized. Many teachers have found that a special parent's night, FFA meetings, all school awards assembly or parent-member banquets serve as very appropriate ceremonies for this presentation.

The certificate is frequently presented without a frame, however, some chapters have conducted class fund raising activities to cover the costs of frames for each student's certificate.

6. Evaluate Checklist Criteria

Each instructor is encouraged to evaluate the contents of his or her checklist to assess the appropriateness and completeness of its content.

Are sufficient activities, skills and abilities identified which will challenge the energetic student and yet not be insurmountable obstacles to the student just acquiring an interest in vocational agriculture and the FFA?

Checklists should be revised and updated at the completion of each course in order that they accurately reflect the current objectives of the local vo-ag program.

HOW THE ACHIEVEMENT AWARD PROGRAM WAS DEVELOPED

This new FFA Achievement Award Program is an outgrowth of a series of workshops conducted in California during the summer of 1971. The purpose of these workshops was to brainstorm, propose and develop methods and techniques which would stimulate students with special needs, particularly disadvantaged students, to become more active in the FFA.

The teachers concluded that a new award program designed solely for disadvantaged students who were FFA members was not needed, and not even desirable.

These vo-ag teachers did conclude that what was and is needed was some recognition or award system which was realistically obtainable by all vo-ag students as a part of their involvement in the FFA.

The present achievement award program is a result of this beginning plus field testing efforts involving over 2400 vo-ag and FFA students in California and Wisconsin.

The National FFA wishes to extend a sincere appreciation to Project Coordinator Dr. Larry P Rathbun, Agricultural Education department, California Polytechnic State University, San Luis Obispo, California, and to the following teachers of vocational agriculture.

Richard Aide Waupun HS Waupun, Wis.	Forrest Atkins Los Banos HS Los Banos, CA	Carlton L. Austin Melrose HS Melrose, Wis.
John Boston Costa Mesa HS Costa Mesa, CA	Gary Burkhalter Hustisford HS Hustisford, Wis.	Joe Camarillo Tranquillity HS Tranquillity, CA
Charles Cekola, Jr. Kingsburg Jt. UHS Kingsburg, CA	Glen Chamberlain Redlands Sr. HS Redlands, CA	Norman Fowle Etna UHS Etna, CA
John Gibbs Brillion HS Brillion, Wis	Gary Jensen Oconomowoc HS Oconomowoc, Wis	Art Hanson Francis Polytechnic HS Sun Valley, CA
George L. Johnson Mt. Horeh HS Mt. Horeh, Wis.	James King Santa Rosa HS Santa Rosa, CA	Harold Kolasa Wausau East HS Wausau, Wis.
Robert Kuntz Gilroy HS Gilroy, CA	Robert L. Langdon Dos Palos HS Dos Palos, CA	Don C. Leibelt East HS Green Bay, Wis.
Richard I. Miller J. A. Craig HS Janesville, Wis.	Dixie Mitchell Westrnont HS Campbell, CA	Richard Mosbarger Fillmore HS Fillmore, CA
Clayton Oilar Suprise Valley HS Cedarville, CA	Jerry Pollard Grace M. Davis HS Modesto, CA	John Rourke Havfork HS Hayfork, CA
James M. Schug Oshkosh North HS Oshkosh, Wis.	Gary G. Scott Riverdale HS Muscoba, Wis.	Joe Stark Fremont HS Los Angeles, CA
William Thompson Badger HS Lake Geneva, Wis.	Stan Uchiyama North Salinas HS Salinas, CA	Victor Bekhum Barron HS Barron, Wis.

**FFA ACHIEVEMENT AWARD CHECKLIST
FOR
ORNAMENTAL HORTICULTURE**

Directions: An embossed FFA decal will be awarded to you for mounting on your achievement award for achieving 80% of the skills and jobs in each of the four areas listed below. When you have satisfactorily completed each task, ask your advisor to initial this page.

Goal: To develop the skills, abilities, and attitudes necessary to acquire a job in the Ornamental Horticulture industry.

Area _____ **Task** _____ **Advisor's Initials** _____

VOCATIONAL SKILLS

Identify and describe the use of the following:

1. 40 varieties of plants for outdoor use
2. 15 varieties of plants for indoor use
3. 6 materials used in soil mixes
4. 2 methods of pruning
5. 15 tools used in the nursery industry or by the home owner
6. Demonstrate a job entry level of performance in the following:
7. Using 4 types of cuttings in vegetative cuttings
8. Using necessary equipment to prune properly fruit and ornamental shrubs and trees (one of each type)
9. Grow a crop of annual plants for use as cut flowers
10. Correct nutrient deficiencies by the use of correct fertilizer materials
11. Germinate and transplant growing plants from seed to saleable plants (as bedding and as container stock)
12. Properly mix and pasteurize soil mixes using equipment
13. Properly merchandise, sell, make change, and write receipts for ornamental horticultural plant sales
14. Properly grow and maintain container nursery stock
15. Operating a power edger and lawn mower

LEADERSHIP

1. Attend and participate in 3 FFA meetings
2. Participate in 3 chapter activities
3. Actively serve on a chapter committee or activity
4. Serve as chairman of a committee or activity
5. Serve as an officer in the chapter
6. Participate in an area or sectional activity
7. Lead a class discussion or demonstration for 10 minutes

Name _____ Last _____ First _____
Period _____

8. Assist in one fund raising activity for the FFA
9. Participate in a community service project
10. Recruit a new FFA member
11. Make a written evaluation for improvement of a chapter meeting activity or officer's responsibility
12. Participate on the Ornamental Horticulture Judging Team

CAREER UNDERSTANDING

Visit and prepare a 2 page written or 4 minute oral report on each of the following

1. Golf course grounds maintenance practices
2. Plant propagation nursery
3. Landscape maintenance company
4. Retail nursery
5. Agricultural Extension nursery specialist of agriculture inspector
6. Related service fertilizer or pesticide company

Other _____

7. Conduct a survey of job opportunities in an Ornamental Horticulture area
8. Give an oral report to the class on the opportunities for employment in one area of ornamental horticulture
9. Prepare a 2 page written report on the duties working conditions, wages and fringe benefits of one ornamental horticulture job
10. Complete a typical "Application for Employment" form with accuracy and neatness

SAFETY PRACTICES

Demonstrate the safe use of:

1. Tools used in the landscape maintenance business
2. Tools used in plant propagation
3. Equipment used in floral design
4. Tools used in the nursery
5. Pesticide application equipment

Other _____

6. Demonstrate the ability to recognize a safety hazard
7. Make a list of 10 safety precautions to be observed in the use of insecticides

To be completed by the advisor at the end of this course

I do hereby certify that _____ has successfully achieved a job entry level of proficiency in each of the tasks which I have initialed above

Advisor's Signature _____

Date _____

SAMPLE

FFA ACHIEVEMENT AWARD CHECKLIST FOR PLANT PRODUCTION

Directions. An embossed FFA emblem will be awarded to you for mounting on your achievement award for satisfactorily completing 80% of the skills and tasks in each of the four areas listed below. When you have satisfactorily completed each task, ask your advisor to initial the page.

Goal To develop the skills, abilities, and attitudes necessary to acquire a job in the field of Plant Production

Area	Task	Advisor's Initials
IDENTIFICATION SKILLS		
Identify and describe the use of the following:		
1	15 tillage tools	
2	20 field and forage crop seeds	
3	40 common crop seeds	
4	15 common insect pests	
5	40 common weeds including five noxious weeds	
6	10 pieces of harvesting equipment	
7	8 fertilizers and soil conditioning materials	
Demonstrate a job entry level of proficiency in:		
8	Testing soil for NPK and pH	
9	Reading soil maps	
10	Solving irrigation and water utilization problems	
Other:		
11	The operation of a grain drill or corn planter	
12	Proper plant thinning procedures	
13	The application of herbicides	
14	The correct timing of harvest operations	
15	Selection of the most profitable crops to be grown on home farm	
LEADERSHIP DEVELOPMENT		
1	Participate in four chapter activities	
2	Serve as a chapter officer	
3	Serve on a chapter committee	
4	Participate in a sectional or regional FFA activity	
5	Help a younger member get started on a crop project	
6	Give a demonstration of a plant science skill to the class	
NAME _____ PERIOD _____		

- 7 Participate in a community service project
- 8 Attend and participate in three chapter meetings
- 9 Assist in one chapter fund raising activity

LEADERSHIP DEVELOPMENT

Other:

- 10 Help one Greenland with Supervisor's Occupational Experience Program
- 11 Recruit one new FFA member
- 12 Participate on crop judging team

CAREER UNDERSTANDING

Visit and prepare a 2 page written or 4 minute oral report on each of the following

- 1 Local crop farmer
- 2 Local officer of the soil conservation district and report to the class
- 3 Local cooperative that handles farm crops

Other:

- 4 Local Agricultural Extension Agent
- 5 Local fertilizer or seed processing plant
- 6 Prepare a four page written report on the opportunity, entrance requirements, working conditions, etc. of jobs in the plant science field
- 7 Prepare a three page written report on the market outlook of a specific crop
- 8 Fill out a job application
- 9 Work for 15 hours on a diversified farm
- 10 Attend a crop show and prepare a two page report on the value obtained from participating in crop shows

SAFETY PRACTICES

- 1 Demonstrate the safe use of common farming tools
- 2 Conduct a hazard hunt on your farm and report to the class
- 3 Talk to a local insurance man about safety hazards and farm insurance
- 4 Demonstrate to the class the proper use of fire extinguishers on the farm
- 5 Prepare a list of 10 safety precautions to observe in using pesticides
- 6 Demonstrate to the class proper first aid procedures for chemical poisoning victims
- 7 Demonstrate the ability to administer first aid if someone were injured in class

To be completed by the advisor at the end of this course

I do hereby certify that _____ has successfully achieved a job entry level of proficiency in each of the tasks which I have initialed above

Advisor's signature _____

Date _____

SAMPLE

FFA ACHIEVEMENT AWARD CHECKLIST FOR RANCH WORK CLASS

Directions: An embossed FFA decal will be awarded to you for mounting on your achievement award for achieving 80% of the skills and jobs in each of the four areas listed below. When you have satisfactorily completed each task, ask your advisor to initial this page

Goal: To develop within the student the skills, abilities, and attitudes necessary to acquire a job in Ranch Work.

Area	Task	Advisor's Initials
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VOCATIONAL SKILLS

Identify and describe the use of the following.

- 1 30 pieces of basic equipment (large or small) required for the beef cattle business
- 2 30 pieces of basic equipment (large or small) required for the swine business
- 3 20 pieces of basic equipment (large or small) required for the sheep business
- 4 30 pieces of basic equipment (large or small) required for the dairy business
- 5 30 pieces of basic equipment (large or small) required for the horse business
- 6 25 basic tools for ranch work construction
- 7 5 methods of ranch fencing
- 8 Basic concrete mixes used in the livestock business
- 9 Surveying equipment
- 10 5 Basic veterinary tools
- 11 5 Basic veterinary medicines

Demonstrate a job entry level of proficiency in:

- 12 Maintenance and repairs of livestock equipment and material
- 13 Mixing and pouring concrete for livestock purposes
- 14 Fence line construction and repairs
- 15 Performing and using veterinary procedures and tools

LEADERSHIP DEVELOPMENT

- 1 Prepare and deliver one oral report in class
- 2 Attend and participate in three chapter meetings
- 3 Participate in three chapter activities
- 4 Serve on a chapter committee
- 5 Serve as a chairman of a chapter committee
- 6 Serve as a chapter officer

To be completed by the advisor at the end of this course

I do hereby certify that _____ has successfully achieved a job entry level of proficiency in each of the tasks which I have initialed above

Advisor's signature _____

Date _____

SAMPLE

FFA ACHIEVEMENT AWARD CHECKLIST FOR ANIMAL PRODUCTION

Directions An embossed FFA seal will be awarded to you for meeting on your own initiative and to achieving 80% of the skills and jobs in each of the four areas listed below. When you have satisfied only completed each task, ask your advisor to initial this page.

Goal To develop the skills, abilities, and attitudes necessary to acquire a job in the Animal Production field

Area	Task	Advisor's Initials
VOCATIONAL SKILLS		
Identify and describe the use of the following		
1 Veterinary instruments		
2 Livestock handling tools		
3 20 breeds of cattle		
4 15 cuts of meat and ten dairy products		
Identify and describe		
5 5 dairy breeds		
6 15 beef breeds including exotics		
7 5 breeds of sheep		
8 5 breeds of swine		
Demonstrate a job entry level of proficiency in		
9 Castrating cattle, sheep and swine		
10 Administering sub cutaneous, intra muscular and intra venous injections		
11 Dehorning and branding or tattooing		
12 Grooming live market animals		
13 The management of a board, half or farm		
14 The care of new born pigs, calves or lambs		
15 The care of breeding gilts, cows or flock of sheep		
LEADERSHIP DEVELOPMENT		
1 Participate in four chapter activities		
2 Serve as a chapter officer		
3 Serve on a chapter committee		
4 Participate in a sectional or regional FFA activity		
Name _____		First _____
Period _____		Last _____

- 1 Help to recruit new members for your FFA chapter.
- 2 Organize and conduct a chapter contest.
- 3 Organize and conduct a chapter fair or career fair.
- 4 Participate in a regional FFA competition.
- 5 Participate in a state FFA competition.
- 6 Organize and conduct a chapter competition.
- 7 Organize and conduct a chapter contest.
- 8 Organize and conduct a chapter fair or career fair.
- 9 Organize and conduct a chapter fair or career fair.
- 10 Organize and conduct a chapter competition.
- 11 Organize and conduct a chapter contest.
- 12 Organize and conduct a chapter fair or career fair.
- 13 Organize and conduct a chapter competition.
- 14 Organize and conduct a chapter contest.
- 15 Organize and conduct a chapter fair or career fair.

CAREER UNDERSTANDING

Test and prepare a 2 page written or a minute oral report on one of the following

- 1 Agricultural extension agent
- 2 Agricultural processing plant

Object

- 3 The Agricultural Department of a community or state college
- 4 Local agricultural extension agent
- 5 To all veterinarian
- 6 Agricultural sales, office, livestock and farm yard
- 7 Work for 15 hours on a livestock or dairy farm
- 8 Prepare a three page written report on the market outlook
- 9 Job application
- 10 Prepare a four page written report on a "opportunity, entrance requirements, working conditions, etc." of jobs in the field of animal science

SAFETY PRACTICES

- 1 Demonstrate safe use of 10 livestock tools
- 2 Demonstrate safe handling of livestock
- 3 Prepare for your own or a local farm and report on the safety hazards found
- 4 Face with a score of 100% a safety test on livestock handling
- 5 Lead a class discussion on farm safety
- 6 Write a two page report on the safety practices involved in raising livestock
- 7 Demonstrate a knowledge of fire control practices

To be completed by the advisor at the end of this course

- 1 Do I hereby certify that _____ has successfully achieved a job entry level of proficiency in each of the tasks which I have initialled above?
- 2 _____
- 3 _____
- 4 _____

Advisor's signature _____

Date _____

SAMPLE

FFA ACHIEVEMENT AWARD CHECKLIST FOR MEAT PROCESSING

Directions: An embossed FFA decal will be awarded to you for mounting on your achievement award for achieving 80% of the skills and jobs in each of the four areas listed below. When you have satisfactorily completed each task, ask your advisor to initial this page

Goal: To develop the skills, abilities, and attitudes necessary to acquire a job in the Meat Industry

Area	Task	Advisor's Initials
VOCATIONAL SKILLS		
Identify and/or describe the use and/or names of the following:		
1 The eight U.S.D.A. quality grades of beef 2 The thirty-six retail beef cuts 3 The ten basic wholesale beef cuts 4 Eight breeds of beef cattle 5 Eight breeds of swine 6 The thirty-two retail pork cuts 7 The eight wholesale pork cuts 8 The five U.S.D.A. pork grades 9 The five U.S.D.A. yield grades of beef 10 The official U.S.D.A. lamb grades 11 The sixteen lamb retail cuts 12 Cut and wrap one half lamb carcass 13 Cut and wrap one half hog carcass 14 Cut and wrap one fourth beef carcass 15 Cure and smoke three hams		
LEADERSHIP DEVELOPMENT		
1 Attend and participate in 3 FFA meetings 2 Attend the FFA parent-member banquet 3 Actively serve on a chapter committee 4 Prepare and deliver an oral report in class 5 Serve as a chapter officer 6 Assist in a chapter fund raising project 7 Serve as a committee chairman 8 Prepare for and serve as a state judging team member		
SAFETY PRACTICES		
Demonstrate the safe use of:		
1 Hand meat cutting tools, especially knives 2 Sharpening equipment for meat knives, etc 3 Electric meat saw 4 Meat tenderizer (fettucine) 5 Write a report on safety in meat cutting 6 Write a report on safety in stunning and sticking of beef animal 7 Write a report on saltiness of U.S.D.A. grade and inspection stamps		
CAREER UNDERSTANDING		
Visit and prepare a 2-page written or 4 minute oral report on each of the following:		
1 Local packing industry 2 Local locker plant 3 Local retail meat market 4 U.S.D.A. meat inspector 5 U.S.D.A. meat grader 6 Conduct a survey on job opportunities in one meat processing area 7 Prepare a set of slides on one occupation in the meat industry 8 Give an oral report to the class on the opportunities for employment in one area of meat processing 9 Read and prepare a written report on a book in one meat processing area 10 Prepare a 2-page written report on the duties, working conditions, wages, and fringe benefits of one meat processing job		

- 9 Apply for a local proficiency award
- 10 Make application for a chapter office
- 11 Participate in chapters B.O.A.C. project
- 12 Participate in chapters safety project

CAREER UNDERSTANDING

Visit and prepare a 2-page written or 4 minute oral report on each of the following:

- 1 Local packing industry
- 2 Local locker plant
- 3 Local retail meat market
- 4 U.S.D.A. meat inspector
- 5 U.S.D.A. meat grader
- 6 Conduct a survey on job opportunities in one meat processing area
- 7 Prepare a set of slides on one occupation in the meat industry
- 8 Give an oral report to the class on the opportunities for employment in one area of meat processing
- 9 Read and prepare a written report on a book in one meat processing area
- 10 Prepare a 2-page written report on the duties, working conditions, wages, and fringe benefits of one meat processing job

LEADERSHIP DEVELOPMENT

- 1 Attend and participate in 3 FFA meetings
- 2 Attend the FFA parent-member banquet
- 3 Actively serve on a chapter committee
- 4 Prepare and deliver an oral report in class
- 5 Serve as a chapter officer
- 6 Assist in a chapter fund raising project
- 7 Serve as a committee chairman
- 8 Prepare for and serve as a state judging team member

To be completed by the advisor at the end of this course

- 1 To hereby certify that _____ has successfully achieved a job entry level of proficiency in each of the tasks which I have initialed above

Advisor's Signature

Date

Name _____
Last _____ First _____
Period _____

SAMPLE

FFA ACHIEVEMENT AWARD CHECKLIST FOR AGRICULTURAL MECHANICS

Directions: An embossed FFA decal will be awarded to you for mounting on your achievement award for achieving 80% of the skills and jobs in each of the four areas listed below. When you have satisfactorily completed each task, ask your advisor to initial this page

Goal: To develop the skills, abilities, and attitudes necessary to acquire a job in the field of agricultural mechanics.

Area	Task	Advisor's Initials
VOCATIONAL SKILLS		
Identify and describe the use of the following:		
1. 50 farm mechanics tools		
2. 25 pieces of hardware and plumbing supplies		
3. 40 pieces of farm equipment		
4. 6 arc welding electrodes		
Demonstrate a job entry level of proficiency in:		
5. Making 4 types of arc welds in three positions		
6. Troubleshoot a farm tractor		
7. Adjusting a mold board plow		
8. Calibrating a spray rig, fertilizer, or grain drill		
9. Building one shop project		
10. Driving a tractor and handle at least five pieces of farm equipment		
Other:		
11. Operating a power hack saw		
12. Adjusting a gas welder and run a single head		
13. Operating a gas cutting torch		
14. Cutting and threading 3 pieces of galvanized pipe		
15. Make a bill of materials for a shop project		
LEADERSHIP DEVELOPMENT		
1. Participate in four chapter activities		
2. Serve as a chapter officer		
3. Serve on a chapter committee		
4. Participate in a sectional or regional FFA activity		
5. Help a younger member with his Ag. shop project		
6. Participate in a local fair		
7. Give a demonstration of a shop skill to the class		
8. Attend and participate in three chapter activities		

9. Assist in one chapter fund raising activity

Other:

- 10. Recruit one new FFA member
- 11. Assist one Greenhand member with his Supervised Occupational Experience Project
- 12. Participate in one Community Service Project

CAREER UNDERSTANDING

Visit and prepare a 2 page written or 4 minute oral report on each of the following.

- 1. A local farm equipment dealer
- 2. The agricultural mechanics department of a community or state college
- 3. The local office of farm employment
- 4. A welding supply and/or repair shop
- 5. A hardware store

Other:

- 6. Work fifteen hours at a local farm equipment shop
- 7. Report to the class on the opportunities in Ag. Mechanics jobs
- 8. Fill out a job application
- 9. Work fifteen hours in a welding shop
- 10. Work fifteen hours with a mechanic

SAFETY PRACTICES

- 1. Pass a general agriculture mechanics safety test with 100% accuracy
- 2. Pass a safety test for 3 pieces of metal and wood working equipment with 100% accuracy
- 3. Inspect and report to the class your research of safety as practiced in the agriculture mechanics classes
- 4. Demonstrate to an agriculture mechanics class the safe use of three pieces of metal and wood working equipment
- 5. Write a 2-page research paper on the safety practices used in a local machine shop
- 6. Demonstrate the ability to administer first aid if someone were injured in class
- 7. Demonstrate the knowledge of fire control concerning an agriculture mechanics class

To be completed by the advisor at the end of this course.

I do hereby certify that _____ has successfully achieved a job entry level of proficiency in each of the tasks which I have included above

Name _____
Last _____
First _____
Period _____

Date _____

Advisor's signature _____

SAMPLE

**FFA ACHIEVEMENT AWARD CHECKLIST
FOR
AG BUSINESS MANAGEMENT**

Directions: An embossed FFA emblem will be awarded to you for mounting on your achievement award for satisfactorily completing 80% of the skills and tasks in each of the four areas listed below. When you have satisfactorily completed each task, ask your advisor to initial this page.

Goal: To develop the skills, abilities, and attitudes necessary to acquire a job in the Ag. Business Management field.

Area	Task	Advisor's Initials
VOCATIONAL SKILLS		
	1. Define 20 Ag. law terms	_____
	2. Identify and describe the function of all pages in your farm account books	_____
	3. Fill out a 1040F income tax form	_____
	4. Use two methods to compute depreciation of farm equipment	_____
	5. Fill out a credit application	_____
	6. Prepare a profit and loss statement	_____
	7. Outline a sales program for farm equipment	_____
	8. Outline the basic facts of both sides of the farm laborer issue	_____
	9. Participate in the Co-op quiz contest	_____
	10. Write a model farm lease	_____
	11. Identify the legal liabilities of an agricultural employer	_____
	12. Demonstrate good farmstead planning	_____
	13. Participate in a class Future Trading Exchange	_____
	14. Demonstrate proper sales techniques	_____
	15. Compute the marketing costs for selling a local product	_____
LEADERSHIP DEVELOPMENT		
	1. Invite a local farm manager to speak to your class	_____
	2. Participate in your chapter activities	_____
	3. Serve as a chapter officer	_____
	4. Participate in a sectional or regional FFA activity	_____
	5. Invite a local banker to speak to your chapter	_____
	6. Help a younger member fill out a loan application	_____
	7. Participate in a community service project	_____

- 8. Attend and participate in three chapter meetings
- 9. Assist in one chapter fund raising activity
- 10. Recruit one new FFA member
- 11. Participate in an FFA Marketing Contest

CAREER UNDERSTANDING

Visit and prepare a 2 page written or 4 minute oral report on each of the following.

- 1. Visit the Farm Bureau Office
- 2. Interview a C.P.A. specializing in Agriculture
- 3. Visit the agriculture officer of a local bank
- 4. Prepare a four page report on the opportunities, working conditions, entrance requirements, etc., of an occupation of your choice
- 5. Work for 15 hours in an Ag. Business office
- 6. Visit the Production Credit Association office
- 7. Prepare a comprehensive farm management report on a local farm
- 8. Talk to a representative of an agricultural college or vocational school about available agricultural management programs
- 9. Conduct a job survey of management type jobs in the local community
- 10. Prepare a 2 page written report on where to look for job openings and how to follow-up and apply for a job

SAFETY PRACTICES

- 1. Prepare a two page written report on how hazards on your farm effect your liability insurance requirements
- 2. Give a speech or report to a local organization on farm safety
- 3. Visit a farm insurance agent
- 4. Participate in a hazard hunt at your home or ranch
- 5. Discuss with a doctor the state poison control center
- 6. Invite a local chemical representative to speak to the class on Ag chemical safety
- 7. Prepare a four page report on recent enrichment of O.S.H.A. as it effects agriculture

To be completed by the advisor at the end of this course

I do hereby certify that _____ has successfully achieved a job entry level of proficiency in each of the tasks which I have initialed above

Name _____
Last _____
First _____
Period _____

Advisor's signature _____

Date _____

SAMPLE

FFA ACHIEVEMENT AWARD CHECKLIST FOR CONSERVATION

Directions: An embossed FFA decal will be awarded to you for mounting on your achievement award for achieving 80% of the skills and jobs in each of the four areas listed below. When you have satisfactorily completed each task, ask your advisor to initial this page.

Goal: To develop the skills, abilities, and attitudes necessary to acquire a job in the field of Conservation industry.

Area	Task	Advisor's Initials
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VOCATIONAL SKILLS

Identify and/or describe the use and/or names of the following:

1. 5 soil conservation practices
2. 3 methods of stopping gullies
3. Wingdams or stress deflectors
4. 10 coniferous trees used for windbreaks, etc.
5. Hags altimeter
6. Swedish increment borer
7. Abney or other hand level
8. Baltimore stick
9. Water pollution detection kit
10. Stream table
11. Water treatment demonstration
12. 6 varieties of shrubs used for wildlife
13. Dutch elm disease controls
14. 15 mammal species
15. 15 species of fish

LEADERSHIP DEVELOPMENT

1. Attend and participate in 3 FFA meetings
2. Attend the FFA parent-member banquet
3. Actively serve on a chapter committee
4. Prepare and deliver one oral report in class
5. Serve as a chapter officer
6. Assist in one chapter fund raising project
7. Serve as a committee chairman
8. Prepare for and serve as a state judging team member

9. Apply for one local proficiency award
10. Make application for a chapter office
11. Participate in the chapter's BOAC project
12. Participate in the chapter's safety project

CAREER UNDERSTANDING

Visit and prepare a 2 page written or 4 minute oral report on each of the following:

1. The Soil Conservation Service (S.C.S.)
2. The Agriculture Stabilization and Conservation Service (A.S.C.S.)
3. The Department of Natural Resources (D.N.R.)
4. The County Planning Commission
5. The U.S.D.A. Forestry Service
6. The city Recreation Department

Other:

7. Conduct a survey of job opportunities in two conservation areas
8. Present an oral report to the class on employment opportunities in one area of conservation
9. Read a book on conservation (preferable careers) and write a report
10. Prepare a slide presentation on one career area of conservation

SAFETY PRACTICES

Demonstrate the safe use of:

1. Tree planting spud
2. Double bit axe
3. Chapter's chainsaw
4. Pesticide and herbicide knapsack sprayer
5. Swedish increment borer
6. Correctly felling a tree
7. Chapter's 14 hp. tractor

To be completed by the advisor at the end of this course:

I do hereby certify that _____ has successfully achieved a job entry level of proficiency in each of the tasks which I have initiated above.

Advisor's Signature _____

Name _____
Last _____
First _____
Period _____

Date _____

SAMPLE

FFA ACHIEVEMENT AWARD CHECKLIST FOR FLORICULTURE

Directions: An embossed FFA seal will be awarded to you for mounting on your achievement award for satisfactorily completing 80% of the skills and jobs in each of the four areas listed below. When you have accomplished each task, ask your advisor to initial this page.

Goal: To develop the skills, abilities and attitudes necessary to acquire a job in the Floriculture industry

VOCATIONAL SKILLS

Identify and describe the production practices of the following, including timing for specific market:

- 1 5 different cut flower crops
- 2 5 different potted plant crops

Identify and describe:

3. 3 different greenhouse structures and/or coverings
4. The use of 15 types of equipment and materials used in cut flower or pot plant production
5. When and how to use 6 materials or methods of sterilizing or fumigating soil or soil mixes

Demonstrate a job entry level of proficiency in:

6. Cutting flowers of 3 different cut flower crops
7. Disbudding 3 different cut flower crops
8. Grafting, burching, and packing cut flowers
9. Planting
10. Training cut flower and potted plants
11. Irrigation of cut flower and potted plants
12. Control of day length by shading and lighting
13. Pesticide use and application
14. Propagation by cuttings
15. Propagation of cut flowers by seeding

LEADERSHIP DEVELOPMENT

1. Attend and participate in 3 chapter meetings
2. Participate in 3 chapter activities
3. Serve on a chapter committee or activity
4. Serve as chairman of a chapter committee activity
5. Serve as an officer in the chapter
6. Participate in a sectional or area activity
7. Lead a class discussion for 10 minutes
8. Assist in one FFA Fund Raising Activity
9. Participate in a community service project

Name _____
Last _____ First _____
Period _____

SAMPLE

10. Discuss in writing or in an oral report your concept of one paragraph of the FFA Creed.
11. Recruit a new FFA member
12. Make a written evaluation of a chapter meeting or activity

CAREER UNDERSTANDING

Visit and prepare a 2 page written or 4 minute oral report on each of the following

1. Cut flower grower
2. Cut flower wholesaler
3. Pot plant grower
4. Specialist plant grower
5. Agricultural Extension Service Agent
6. Fertilizer and pesticide application company
7. A retail florist

Other _____

8. Work for a cut flower or other grower for 10 hrs
9. Give an oral report on the opportunities in Floristry
10. Obtain and correctly complete an application for a job

SAFETY PRACTICES

Demonstrate the safe use of:

1. Power tools used in cut flower production
2. Hand tools used in cut flower production
3. A tool or piece of equipment used in floriculture
4. Soil fumigation or sterilization equipment
5. Pesticide application equipment, hose and sprayers

Other _____

6. Inspect and report to the class your findings of safety practices in this class for a period of 2 weeks
7. Demonstrate the ability to recognize a safety hazard

To be completed by the advisor at the end of this course

I do hereby certify that _____ successfully achieved a job entry level of proficiency in each of the tasks which I have initiated above

Advisor's Signature _____

Date _____

ORDER FORM

FFA ACHIEVEMENT AWARD PROGRAM

ORDER FROM: MR. ROBERT A. SEEFFELDT
 MANAGER, FFA AWARDS
 NATIONAL FFA CENTER
 P. O. BOX 15160
 ALEXANDRIA, VIRGINIA 22309

QUANTITY	ITEM	PRICE	TOTAL COST
_____	ACHIEVEMENT AWARD CERTIFICATE	NO COST	\$0.00
_____	1" EMBOSSED FFA SEAL	\$.06 each	
_____	FRAMES (HEAVY BLACK PLASTIC WITH GDLD TRIM)	\$1.25 each	
		TOTAL	\$

*Make check payable to the National FFA Foundation.

Please Print

SHIP TO _____
 STREET ADDRESS _____
 ROUTE _____ BOX _____
 CITY _____ STATE _____ ZIP _____

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Please Print

SHIP TO _____
 STREET ADDRESS _____
 ROUTE _____ BDX _____
 CITY _____ STATE _____ ZIP _____

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National FFA Center
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